



# **Policy & Research Officer Information pack**

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## **ABOUT THE BEVAN FOUNDATION**

The Bevan Foundation is Wales' most influential think tank. It develops insights through robust research, generates practical ideas for change and creates impact by engaging with decision-makers. It is a registered charity and company limited by guarantee, independent of government and any political party.

The Foundation has an enviable reputation for the quality of its work and its influence on public policy. Our reports are regularly cited in the Senedd as well as many other bodies, and we make frequent appearances in print and broadcast media as well as presenting to a wide range of professional and community groups. Our policy proposals have had a significant impact on public policy, underpinning the recent introduction of universal free school meals, changes to childcare arrangements and extension of the Discretionary Assistance Fund.

You'll join our small, dedicated and friendly team of 6 people, led by our Director, Victoria Winckler. You'll take the lead on our activity on work and the economy, taking forward our previous findings and recommendations on building economic resilience, delivering our current programme on self-employment and developing new areas of work for the future.

Our office is in Merthyr Tydfil, close to the bus and train station and to car parking. We currently work flexibly and all staff are able to work partly from home if preferred.

More information about the Bevan Foundation including its current projects and recent achievements is available on its [website](#).

## **ABOUT THIS ROLE**

### **Purpose**

This is an exciting role focusing on improving the terms and prospects of low-paid workers in Wales. In the first six months, the post will focus on low-income self-employment in Wales. You will ensure that the issue of low-income work is high on the policy agenda, and raise awareness of the many different types of self-employment. You will develop innovative ways of increasing the financial resilience of low-paid self-employed workers, focusing on those that can be delivered within existing devolved powers. You will engage with and draw on the policies and actions in other devolved nations and regions, as well as public policy in Wales and the research findings from elsewhere. You will influence policy and practice throughout.

You will take responsibility for the planning, delivery and completion on time of projects within your area, as well as contributing to the wider work of the Bevan Foundation including strategic planning, organising events and measuring our impact and outcomes.

The post is accountable to the Director of the Bevan Foundation.

## KEY ACCOUNTABILITIES

The Bevan Foundation is a small organisation and all staff are expected to make a broad and varied contribution to its work. The key accountabilities are:

### **1. Research and analysis (30%)**

- Analysis of current trends in work in Wales.
- Review and assessment of approaches adopted elsewhere in the UK and overseas, using a range of sources.
- drawing out key messages and presenting them clearly in writing and orally.

### **2. Policy Innovation (30%)**

- developing practical proposals for changes practice, funding, policy and legislation to implement new approaches, through dialogue with a range of economic actors;
- understanding the social, economic and political environment.

### **3. Co-ordination and engagement (20%)**

- develop and maintain effective relationships with key stakeholders from a wide range of interest groups;
- write clearly and persuasively for including briefings, online articles, reports, presentations;
- make effective oral contributions and presentations in meetings, conferences and seminars, and in print and broadcast media;
- develop and deliver relevant events such as seminars, conferences and lectures that challenge, inform and inspire.

### **4. Project Management (10%)**

- Plan and deliver the project ensuring that objectives are met, and that different elements are delivered on time and to budget.
- Maintain a good working relationship with funders.

### **5. Contribution to the wider work of the Bevan Foundation (10%)**

- maintain an awareness of the external policy environment;
- help the Bevan Foundation stay at the forefront of policy innovation by contributing to forward planning, communications and funding;
- any other contributions that further and support the work of the Bevan Foundation.

# PERSON SPECIFICATION

## Essential

1. Excellent understanding of the economy and labour market in Wales and its key institutions.
2. Good research and analytical skills including the ability to undertake quantitative and qualitative research, review literature and other evidence, and draw out findings.
3. Excellent co-ordination and engagement skills including:
  - Ability to develop effective working relationships with a wide range of stakeholders.
  - Ability to manage complex networks and interests.
3. Ability to develop practical solutions to address economic and social problems, including the ability to synthesise solutions and the application of findings to new conditions.
4. Excellent communication skills, including:
  - an ability to communicate complex ideas effectively and persuasively orally and in a variety of writing styles.
  - ability to represent the Bevan Foundation at the highest levels, including at Assembly Committees, media interviews etc.
5. A good knowledge and understanding of the Welsh policy and legislative environment.
6. Proven ability to plan, organise and implement projects on time and to budget.
7. Ability to work independently and as part of a team.
8. Willingness and ability to undertake some travel throughout Wales and to work occasional unsocial hours, sometimes involving overnight stays.
9. Track record of commitment to social justice, and an understanding of its application to policy work.

## Desirable

10. Full, clean driving licence.
11. Ability to speak and understand Welsh.

The Bevan Foundation contributes a percentage of employees' salary to either an auto-enrolment

## **KEY TERMS AND CONDITIONS**

### **1. SALARY**

The salary is expected to be up to £33,000 p.a. but the Bevan Foundation may at its discretion offer a higher or lower initial salary depending on the skills and abilities of applicants.

### **2. ANNUAL LEAVE**

Annual leave is initially 26 days per annum plus eight statutory Bank Holidays.

### **3. HOURS OF WORK**

A normal working week is 37.5 hours. Typical hours of work are 9 a.m. – 5 p.m. but can vary to meet the needs of the job. We will consider requests for a different pattern of work provided they are compatible with the needs of the Bevan Foundation.

### **4. STATUS**

The post is offered on a permanent basis. We are also open to applicants interested in a 6-month secondment to focus on self-employment. As with all posts in the Bevan Foundation it is subject to funding and the post holder is expected to help to secure future resources.

### **5. PENSION SCHEME**

The Bevan Foundation contributes a percentage of employees' salary to either an auto-enrolment scheme or pension scheme of the employee's choice.

### **6. PROBATIONARY PERIOD**

New appointments are subject to a six months' probationary period.

### **7. PRE-EMPLOYMENT CHECKS**

The offer of employment to a successful applicant will be subject to employer references, verification of qualifications attained, right to work in the UK and a basic DBS check. Our policy on the employment of ex-offenders is available on request.

### **8. POLITICAL IMPARTIALITY**

The Bevan Foundation is an independent and politically impartial organisation. We appoint candidates solely on their ability to perform the duties required of them. We expect all staff to uphold the principles of independence and impartiality in the course of their duties.

### **9. EQUALITY AND DIVERSITY**

The Bevan Foundation recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union

membership or any factor irrelevant to employment.

If you require any adjustments to enable you to participate in the assessment process please let us know.

## HOW TO APPLY

1. Candidates should read this information and the role description and person specification carefully.
2. Please prepare a cover letter which explains why you believe that you are a suitable candidate for the role. You should base this on evidence and previous experience (including unpaid work).
3. Please also submit a full CV, accounting for any gaps in your employment or educational history. Please note that we will use only what you tell us on the application form to assess your suitability.
4. All communications will be by email so please ensure that you provide a correct email address and that you check it and your spam folder regularly.
5. EMAIL your CV and letter as soon as possible. Please note that we will be reviewing applications on a rolling basis and reserve the right to end the process if a suitable candidate is identified before the closing date. If the post is of interest we strongly advise an early application.
6. We will notify candidates who are shortlisted for interview by email.
7. If you have any queries please email us - we regret that as the office is sometimes not staffed we cannot answer phone calls.

## PRIVACY STATEMENT

We will process your personal details electronically as part of our legitimate interest in recruiting staff. We will store them securely for the minimum period necessary (usually 6 months) and will not pass your details on to any one else. You have the right to access your data, correct it, limit its use and ask to be 'forgotten'.

Thank you very much for your interest.

**CONTACT EMAIL:** [info@bevanfoundation.org](mailto:info@bevanfoundation.org)

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